



----- MEETING SUMMARY -----

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95205*

Thursday, July 10, 2003 – 7:00 a.m.
<<APPROVED>>

1. Commencement of Meeting
Roll Call
2. Program Coordinator's Report
Highlights included:
 - Program Coordinator shared photos of some Mini-Grant purchases from a child care center and updated the Commission on the excitement being exhibited by grantees as their programs move forward.
 - Billi Jo Zopfi will be joining our staff to replace Easter Calvit-Chandler as a Children & Families Program Assistant.
 - An Associated Press reporter is currently gathering information from First 5 Commission's statewide for a news story.
 - The Stockton Police Department was one of only two agencies throughout the state to receive the Office of Criminal Justice program grant for Children Exposed to Domestic Violence. Meetings will begin to determine the most effective use of the \$200,000 in matched funds the Commission has agreed to provide to this project.
 - The United Way contracts were officially terminated and a request for a forensic audit is in process. Clarification was made that a forensic audit specifically looks for fraudulent activities while a regular audit is more general. The County Auditors office may be making the decision about the audit because another county department has been impacted as well.
 - First 5 California, the State Children and Families Commission, is likely to vote for \$100 million to be spread over 5 years for Preschool for All Initiative.
 - The Commission requested a current listing of all Commission staff, their positions and their wages.
3. Motion on Consent Calendar
 - a. Approve Meeting Minutes of June 12, 2003
 - b. Approve Mini Grants Round VII
 - c. Approve Agreement with San Joaquin County Office of Education for LiveScan Fingerprinting for Contractors
 - d. Direct the Program Coordinator to Explore Early Care and Education Scholarship Program
 - e. Approve Commission Food Policy for Meetings
 - f. Approve Three Month Extension for Recommendation for Additional Funding of VIVO Gateway to Growth Program
 - g. Appoint Ad Hoc Evaluation Committee
 - h. Approve Funding for Community Partnership for Families' Family Resource Centers

Items 3g and 3e were removed so interested parties could be present for the discussion/vote. Item 3f was removed for further discussion.

Motion to Approve Consent Calendar Items 3 a, b, c, d, f and h with recusals noted as follows: Commissioner Mitchell excused from Public Health Mini-Grant vote (Item 3 b) and Commissioner Flenoy Kelley excused from Community Partnership for Families vote (Item 3 h). (Gutierrez/de Polo, 5-0, motion carries)

The Commission extended congratulations to the Rnd 7 mini-grant applicants that were recommended for funding.

Consent Calendar Item 3 f "Approve Three Month Extension for Recommendation for Additional Funding of VIVO Gateway to Growth Program" was removed at the request of Linda Hobson of VIVO. She stated that since her discussion with the Program Coordinator on the previous day, VIVO staff had discovered that there had been an error in the submission of their reporting documents. The wrong files had been given to First 5 staff and that was why there was missing documentation. She said that the files pertained to their Mini-Grant application instead of the existing Gateway to Growth contract reporting documents. The Program Coordinator clarified that she had spoken with Ky Hoang about the concerns and the outstanding issues with the current Gateway to Growth contract and had advised that First 5 staff is more than willing to provide one-on-one technical assistance to assist with resolving the issues. Outstanding issues in the formal corrective action plan include clarification and documentation on what services are being provided and who is receiving those services. The lack of documentation on clients makes it appear that inappropriate clients are being served, consent forms are missing and there are other documentation issues that have warranted a formal corrective action plan. This means that staff will be working closely with the contractor to rectify these discrepancies and this is a short term measure to provide a solution to the issues. Approval of the recommendation doesn't necessarily mean it will take the whole 3 months to resolve the issues. It was stated again by Ms. Hobson that the reason the files are lacking all of the above mentioned items is because the files turned in were for the mini-grant application for a program that was not yet funded, so they were not relevant to the funded grant.

Clarification was made that the Mini-Grant application was denied because it serves the same clients that are already being served and there does not appear to be a clear separation of programs between the Mini-Grant request and the already funded Gateway to Growth program. There is a need to ensure that the contractor is in full compliance before funds are expended to them. Time line issues were raised because of requests for explanation and clarification of budgetary items. Two days before the final deadline, VIVO submitted their adjusted budget and were under the impression that the questions had been answered but to their surprise, several thousand dollars were cut off of the budget and they were told there was no time to negotiate before recommendation to the Commission. It was also noted that a three month extension does not mean it will have to take three months to complete.

Motion to Approve Three Month Extension for Recommendation for Additional Funding of VIVO Gateway to Growth Program and the topic be presented on the next month agenda. (Gutierrez/Flenoy-Kelley, 5 - 0, motion carries)

Consent Calendar Item 3g "Appoint Ad Hoc Evaluation Committee". The Program Coordinator stated that the purpose of this ad hoc committee would be for the Commissioners to provide input and feedback to commission staff as to their expectations of the evaluation process. This would be a short-term committee and would disband when the goals of the committee are accomplished. Ongoing issues that arise as a result of this committee would be deferred to the Planning Committee. The Chair appointed Commissioners Gutierrez, Mitchell, Dei Rossi and Fujii as the committee members.

4. Approve Child Care Initiative Proposals

The Program Coordinator stated that the Commission's Planning Committee is discussing how to spend the allocated funds that have not been dispersed through the RFP process. Discussion included a request for copies of the actual proposals and the individual points scored be provided to the Commissioners and a postponement of the approval.

The Program Coordinator explained that the RFP was developed using the Commission's Strategic Plan and included community meetings and community assessment of child care issues in our county. A mandatory workshop was provided to all interested applicants, 5 hours of individualized technical assistance was offered to applicants. The reviewer's scores were the result of averages and an option was provided to those applicants that scored close to the minimum score to have their proposal re-read by a different reviewer panel. The resulting scores from the rereads were lower than the original reviewer scores. It was also clarified that Commission staff does not score the proposals.

Chair directed Program Coordinator to agendaize this item next meeting and those Commissioners (Gutierrez and Flenoy-Kelley) requesting copies will be mailed proposals and reviewer comments.

5. Committee Reports

a. School Readiness - Commissioner de Polo reported that the committee continues to work on school readiness issues and told the story of how one of the First 5 contractor's and her staff had to physically scrub and debug (black widow spiders) a classroom before they could begin their project. Commendations were made for their dedication and going above and beyond the call of duty.

b. Planning – Approve Recommendations of Concept of Request for Funds for the Child Care Initiative and Expenditures for Additional Funds for Parent Education

Commissioner Mitchell reported that the committee is concerned with how to get the available funds from the Child Care Initiative out into the community. Discussion included a desire to create a different kind of Request For Proposal process that addresses a particular community need in a specific community area. The idea of block grants was mentioned and community division would probably center around the school districts with an emphasis on flexibility to better meet individual community needs. This concept would allow each group to have a dedicated consultant that would assist them with the competitive process, which in turn would present funding opportunities to groups that previously have been denied funding. It was suggested that models from other counties, i.e. Orange County, be explored.

Motion to Approve Recommendations of Concept of Request for Funds for the Child Care Initiative and Expenditures for Additional Funds for Parent Education and to look at the Orange County model and bring to the Commission a report of the results of the concept discussions (Mitchell/Gutierrez, 5-0, motion carries).

6. Presentation of Annual Report of 2003 by Harder and Co

Nicole Humphrys of Harder and Co. shared the evaluation results from the past year while highlighting that the results show that the funds are being spent where they were intended to be spent per the Strategic Plan and that the OCERS software is starting to provide data and as programs submit information they will have better data for evaluation. Discussion of the reported information included the need for community capacity building activities, Commission support for the hiring of a part time - full time temporary person to assist Commission staff with increased work loads and that capacity building is a critical systems issue and not just limited to funded contractors but the general public as well since we all link to others in the community. Because of time constraints the Commission requested that the continuation of this report be the first agenda item on the next regularly scheduled Commission meeting.

7. Public Comments

Scott Webb of Charterhouse announced that they are celebrating the success of their parent education program, 90 new families have signed up for services. He expressed his appreciation that the Commission has shown an interest in the process for funding the child care initiative. He believes that there were several proposals submitted that would have been worth funding, but for what ever the reasons, they weren't able to score high enough to be approved. He stated that Charterhouse Center took advantage of the technical assistance that was offered during the RFP process, received a tremendous amount of help during the process and put in a lot of staff hours into the writing of their proposals yet they still didn't manage to score high enough to be funded. He stated it was discouraging to expend that much effort and still not be able to score high enough to be funded. He also stated that he was in attendance at the Planning Committee meeting and likes the idea of a potential interview process or a face-to-face panel review where the ideas being presented can be discussed. He also expressed a concern that if a large organization such as Charterhouse and all the resources available to them for writing programs can't score high enough, how can the small grassroots programs hope to meet the requirements.

Anna Marie Platt from Write Start Child Care Center thanked the Commission for the recommended funding of their Mini-Grant. She was also appreciative of the encouragement and the technical assistance she received during the application process. She believes this has had a positive impact on everyone involved.

Sheri Vitalli asked what the acronym CUFF stands for. Commissioner Flenoy-Kelley answered that it stands for Coalition United For Families.

8. Commissioner Comments

Commissioner Gutierrez stated that although the Commission had started out with a desire for a funding system that was easier to get the money out to the community, he realizes there are accountability issues and he would like the Commission to evaluate itself in regards to others working experiences with both the Commission and it's staff. He questioned the flier approval process and asked how First 5 funds for children aged 0-5 are able to be spent on teen programs. The Program Coordinator clarified that the flier/brochure procedure allows for up to 10 days for approval but the turn around time is generally not more than two days, and funding for the reduction of unintentional pregnancy was a goal of the Commission's first strategic plan and three proposals under round 1 address that initiative. The new strategic plan has eliminated that initiative and those three programs will not be eligible for funding beyond the three years previously approved. An informational memo will be sent to the Board of Supervisors.

It was suggested by Chair Snider that an evaluation survey may be a project for the new Ad Hoc Evaluation Committee.

Commissioner Flenoy-Kelley requested a listing of all programs the Commission has awarded funds to as well as the total dollar amount of the awards and suggested a public celebration to emphasize what the Commission has contributed to our community.

Commissioner Mitchell reminded the public that the Planning Committee is a Brown Act committee and holds meetings on the fourth Thursday of the month at 7:30 am at the First 5 San Joaquin conference room. All are encouraged to attend.

9. Meeting was adjourned to **7:00 a.m., August 14, 2003 at Public Health Auditorium, 1601 E. Hazelton Ave., Stockton CA:**